

MULTICULTURALISM ADVISORY COMMITTEE TERMS OF REFERENCE

Issue Date: Nov 2006
Revised: June 2024

Committee Mandate:

The mandate of the Multiculturalism Advisory Committee (MAC) is to provide a local perspective and advice to Council with respect to achieving the City's strategic goals and accompanying strategic directions. The Committee will:

- Foster awareness and understanding of the City's multicultural population and diversity;
- Initiate and facilitate discussion around existing and emerging multiculturalism issues;
- Identify barriers relative to citizen involvement in the community;
- Review and provide input to Council regarding the City of Coquitlam's Multiculturalism policy;
- Assist in the development of a multiculturalism policy implementation strategy for the City of Coquitlam;
- Identify opportunities for public education and discussion regarding multiculturalism in the City;
- Provide input into the development and implementation of programs and services that enhance the culture of the community and create educational opportunities; and
- Consider and make recommendations to Council on matters identified in the Committee's work plan.

Composition:

The Committee is an advisory body composed of two (2) Council members and eleven (11) citizen representatives. Citizen representatives will reflect interests in multiculturalism.

Chair, Committee Administrator, Recording Clerk and Staff Support:

Two Members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.

The City Clerk or designate will prepare the agenda and notice of meeting and will serve as Committee Administrator and Recording Clerk.

CITY OF COQUITLAM

Policy and Procedure Manual

The General Manager Planning and Development or his/her designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

Quorum and Procedures:

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

Where quorum is present, minutes prepared by the Recording Clerk shall go forward to Council.

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled bi-monthly or as required and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation for Council action, it shall go forward to Council for consideration as a specific item within the minutes prepared by the Recording Clerk.

Working Groups or sub-committees may be established by the Multicultural Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

Governance Model:

City Council has distinct responsibilities to govern.

The Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Committee represents one collective voice.

The role of staff is to provide support to the Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

CITY OF COQUITLAM

Policy and Procedure Manual

Work Plan:

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

Duty of Members:

Members are expected to advance developments in the best public interest, in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of the Committee.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Recording Clerk of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent, without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Recording Clerk.

Communication:

All official representation of the Multiculturalism Advisory Committee is through the Chair or his/her designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

Reimbursement:

There is no financial reimbursement to Multiculturalism Advisory Committee] members.

Committee Member Terms:

CITY OF COQUITLAM

Policy and Procedure Manual

Term of Duty for the Multiculturalism Advisory Committee is two years.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the recruitment process.

Termination of the Committee

The Committee exists at the pleasure of City Council.